

Position Description for Procurement Clerk

BASIC FUNCTION OF POSITION

Serves as the Procurement Office clerk, reporting directly to Procurement Supervisor. Responsible for procurements from local vendors, maintains section's computer databases record keeping and preparing reports when required. Processes paperwork, coordinates work within the office and with other offices, answers telephone calls, prepares reports, and provides access to visitors.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

A. Clerical and Administrative duties:

15%

Types purchase orders, requisitions, miscellaneous procurement documents and supporting paperwork, based on brief instructions, and standing procedures. Also prepares and types all kinds of memos, letters, correspondence, faxes, emails, cables, and contracts as required by office procedures and as requested by the Supervisor.

Responsible for all aspects of record keeping and retrieval of documents for the section in accordance with established filing system and make suggestions/improvement.

Processes the necessary paperwork to obtain access to visitors, contractors, and guests. May be asked to provide escort service when required.

Maintains the telephones for the section when the other employees are away from their desks. Replies to all phone requests and relays messages promptly.

Responds and provide assistance for walk-in customers.

B. Procurement Duties:

80%

1) Responsible for procuring office supplies and services. The procurements of services and supplies may include but not limit to printing service, framing service, car rental, local training, Maintenance/Repairs for office equipment, Public Sale, custodial supplies and other miscellaneous supplies.

2) Handles petty cash purchases (such as stamps, cell phone, office supplies and other miscellaneous supplies/services when required.

3) Plays the role as COR for business card orders and process necessary paper work associated with funding and receiving.

- 4) Conducts extended in-depth explorations of the local economy and off-island sources to identify vendors/suppliers of technical/specialized commodities and establish factual availability and/or cost data information.
- 5) Utilizing collected information prepares and maintains market data relative to suppliers/vendors and the cost of items purchased.
- 6) Prepares procurement documents with necessary instructions to the supply sources and other agencies where necessary.
- 7) Monitors purchase order status regularly and takes necessary follow-up action to ensure the timely completion of the purchases. Records all actions on the computerized procurement reports. Completes and accurately records information required to provide the supervisor with information necessary for budgetary forecasts and/or approved obligations.

Procurement duties above include market research to identify possible resources, price negotiation, competition, site visit, necessary coordination with related offices, preparing required documentation for file and funds obligation and other procurement related duties to complete the transaction.

C. Other Duties 5%

Carries out other duties as assigned by the supervisor.

QUALIFICATIONS REQUIRED

Education: High School diploma is required.

Prior Work Experience: One year of office work experience is required.

Post Entry Training: AIT policies and procedures. PA-247 Commercial Acquisition training is required

Language Proficiency: Level III (Good Working Knowledge) English and Level III (Good Working Knowledge) Mandarin are required.

Job Knowledge: General working knowledge of procurement procedures, regulations and instructions. Must have a good knowledge of local market practices and suppliers. Knowledge of Microsoft Word, Excel and Access systems, computer/internet skills are essential.

Skills and Abilities: Communications ability and service-oriented interpersonal skills are required, as is the ability to work under pressure. Good drafting skills to include preparing briefing memos, cables and letters on procurement matters. Typing ability (30 wpm) is required.

POSITION ELEMENTS

Supervision Received: Direct supervision received from Procurement Supervisor (AIT-079).

Supervision Exercised: None

Available Guidelines: 6 FAM FAR, Overseas Procurement Handbook, GSA catalogue, and administrative policies and procedures.

Exercise of Judgment: Incumbent exercises considerable judgment when selecting companies for price comparison.

Authority to Make Commitments: None

Nature, Level, and Purpose of Contacts: Working level contacts with the local vendors.

Time Expected to Reach Full Performance Level: One year